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Saint John, NB E2K 5N3
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HANDBOOK

FOR

HIGH SCHOOL REGISTRATIONS

[In light of changing student enrolment numbers, this document will be reviewed every three years as determined by the District Education Council, particularly with respect to student enrolment caps.]

Revised: January 2010

TABLE OF CONTENTS

Registration Process (General Information)	p-3
<ul style="list-style-type: none"> • Enrolment & Caps • School Zones • Registration Form • Processing Registrations • Students Requesting Their Zoned School • Students Requesting Out of Zone School • Late Registrations • Retentions • Administering the Waiting List • Registration of Resident & Non-Resident Students • International Baccalaureate Program for Non District 8 Students 	
Information for School Administrators/Teachers	p-9
Dates and Deadlines for September 2010 Registrations	p-11
Appendices	p-12
<ul style="list-style-type: none"> • High School Registration Information for Students and Parents (Template) 	p-13
<ul style="list-style-type: none"> • Memo to School Administrators Ref. Guidelines for Hosting Open Houses for Middle School Students 	p-15
<ul style="list-style-type: none"> • Registration Forms (Samples): <li style="padding-left: 40px;">West <li style="padding-left: 40px;">Centre <li style="padding-left: 40px;">East 	p-16
<ul style="list-style-type: none"> • French Immersion Withdrawal Form 	p-19
<ul style="list-style-type: none"> • Letter to Parents Ref. High School Registration Process 	p-20
<ul style="list-style-type: none"> • Letter to Parents Ref. High School Placement 	p-21
<ul style="list-style-type: none"> • Letter to Parents Ref. Second Registration and Wait List 	p-22
<ul style="list-style-type: none"> • Inter District Transfer Form 	p-23

REGISTRATION PROCESS

ENROLMENT CAPS

(Maximum Student Enrolment for Entering Grade 9 classes)

In order to ensure that each high school in District 8 offers a full range of programming, enrolment caps have been established for Grade 9 classes. These caps apply to students currently in Grade 8 who will be registering for high school.

Enrolment caps for the next two years are:

<u>School Year</u>	<u>Projected Grade 9 Enrolment</u>	<u>Enrolment Cap</u>
2010-2011	945	250 students/school
2011-2012	926	242 students/school

SCHOOL ZONES

<u>School Zone</u>	<u>High School</u>
East of the causeway	Simonds High School
Areas between the causeway and the Reversing Falls Bridge	Saint John High School OR St. Malachy's Memorial High School
West of the Reversing Falls Bridge	Harbour View High School

REGISTRATION FORM

1. All Grade 8 students in District 8 will receive a high school registration form.
2. The registration form includes the high school(s) serving the zone and out of zone school choices.
3. Students will identify their first, second, and third choice of high school on their registration form.
4. All Grade 8 students will submit their registration forms by the deadline established by the learning specialist for high school education.
5. Students not registered by the deadline will be contacted to register, and their registration will be treated as a late registration.

PROCESSING REGISTRATIONS

1. Registration forms will be processed according to the high school registration.
2. Students not placed in their first choice school, will be placed on a wait list for that school, and will be registered for their second choice school. If the second choice school is also at its cap the student will be registered for his/her third choice.
3. All students will receive a letter indicating the result of the registration process.

STUDENTS REQUESTING THEIR ZONED SCHOOL BY THE DEADLINE

If the number of students choosing their zoned school **does not** exceed the number of available grade 9 spaces for that school, then all the students requesting their zoned school will be placed in that high school.

If the number of students choosing their zoned school **does** exceed the maximum number of available grade 9 spaces for the school, then the names of all of these students will be placed in a random draw-down [names drawn, counting down], which will continue until the maximum number of places for that school is reached.

The draw will establish a waiting list for that school, with the first name drawn being the first name on the waiting list.

The draw will take place at the School District 8 Office. The Director of Education, the learning specialist for high school education, high school principals, and representatives of the Parent School Support Committees will be invited to be present.

STUDENTS REQUESTING OUT OF ZONE SCHOOL BY THE DEADLINE

If a high school has **not** reached its maximum enrolment number after all students from its zone have been admitted, then students who have requested placement in an out of zone school will fill the remaining spaces using the following procedure:

- If the total number of students choosing out of zone placement **DOES NOT** exceed the total number remaining available grade 9 spaces, as allowed by the cap, then all students choosing out of zone placement will be admitted.
- If the total number of students choosing out of zone placement **DOES** exceed the total number of remaining available grade 9 spaces, then **ALL** of the out of zone registrants will be placed in a random draw-down [names drawn, counting down], which will continue until the maximum number of spaces for that school is reached.
- The draw will establish a waiting list for that high school, with the first name drawn being the first name on the waiting list.
- The draw will take place at the School District 8 Office. The Director of Education, the learning specialist for high school education, high school principals, and representatives of the Parent School Support Committees will be invited to be present.

LATE REGISTRATIONS

Students who do not register by the established deadline will be contacted by District Office personnel to determine their school choice.

If the student chooses his/her zoned school, and there is space available, he/she will be assigned to that school.

If late registrants cause a school to be oversubscribed at the grade 9 level, the draw-down will include only the late registrants.

If the school chosen is filled at the grade 9 level at the time of the registration, the late registrant will be placed in their second or third choice of school based on availability.

Late registrants will be placed at the end of any waiting list in any draw-down procedure.

RETENTIONS

A current high school student retained at a particular grade level will be given a space at that school before a student on a waiting list is admitted to the school.

ADMINISTERING THE WAITING LIST

Once a waiting list for a high school has been created, a student's eligibility for placement in that school will be determined by the student's position on the waiting list and the student's program of studies (English or French Immersion).

As spaces become available district office personnel will contact the next eligible student on the waiting list to offer him/her a place at the school. If the student declines the offer, then the next eligible student on the waiting list will be contacted and offered the option of attending the school.

This process may be completed before school begins in September but, if not; the list will be maintained during the school year until all students on the waiting list have been contacted as spaces become available.

No student will be admitted to Grade 9 as long as there is a waiting list for that school. However, if a student moves into a school's zone after the commencement of school then that student may be admitted to the high school if space is available.

Students will not be admitted to school by maximizing class sizes at the school. The process described above will be adhered to and students from the wait list will only be admitted to school when a "new" Grade 9 student leaves the over-subscribed high school.

REGISTRATION OF RESIDENT & NON-RESIDENT STUDENTS

Students Living Inside School District 8 Boundaries – Not Currently Attending a District 8 Middle School

Students will be registered for high school following the process defined for District 8 students. The zone school for these students will be determined by their permanent home address.

It is the responsibility of the student and/or parent/guardian to ensure that registration forms are obtained, completed and submitted to the District 8 office in accordance with established deadlines.

Registration forms can be obtained from the School District 8 office, 490 Woodward Avenue, Saint John, NB, E2K 5N3.

Students currently attending a private school or are being homeschooled must also obtain a “School Entry Permit” to attend school in District 8. These permits are available at the School District 8 office.

All completed registrations will be processed according to the published timelines and students will receive a letter indicating the result of the registration process.

Students Living Outside School District 8 Boundaries

Students whose permanent home address is outside the boundaries of School District 8 and wish to register to attend high school in District 8, must first register at a high school in their own school district.

These students will also complete an “Inter-District Transfer Form”. These forms are available at the students’ school and/or school district office.

The completed form is to be submitted to the Director of Education in the school district where the student resides. The form is reviewed, signed by the Director and sent to the District 8, Director of Education for processing.

The request will be processed if:

- a) There is a sound reason for the request; and
- b) There is space available in the specified school after the placement of all District 8 students

Students will receive a letter indicating the status of their request on or before April 30th.

Students Living Outside School District 8 Boundaries - Applying for the International Baccalaureate Program

The International Baccalaureate (IB) Program is offered at Saint John High School. It is considered to be academically rigorous and it is recommended that students attain an overall average of 75% or better when considering making application to the IB Program.

Non-District 8 students will first register for a high school in the school district in which they reside.

A student applying for the IB Program will complete an “Inter-District Transfer Form” at the time he/she registers for grade 9 in his/her school district.

An “Inter-District Transfer Form” is available at the student’s school and/or school district office.

The completed form is submitted to the Director of Education in the school district where the student resides. This form will be forwarded to the District 8, Director of Education.

On the date established for receipt of District 8 high school registrations, the Director of Education will conduct a draw. The draw will establish a list to be used to determine the order in which students from outside the District 8 boundaries will be admitted to Saint John High School for the IB Program.

The order in which the students’ names are drawn and placed on the list is the order in which students will be admitted.

Subsequent Inter District Transfer requests, and requests from District 8 students to attend Saint John High school, if any, will be added to the end of the list in the order they are received.

At the end of the school year, once District 8 student registrations and placements are completed, and all District 8 students who have registered for Saint John High School have been placed, students from outside District 8 boundaries will be notified of placement and/or the status of their Inter District Transfer request. Notification will be made earlier should openings be available after the placement of District 8 students.

Depending on the number of Inter District Transfer requests in a given year, and the number of available grade 9 spaces at Saint John High School after District 8 students have been placed, there might be a need to place some requests on a waiting list. As spaces become available, any students remaining on the waiting list will be admitted. All students will be notified of the status of their request by the conclusion of the Summer School session.

The process described above was implemented in the Spring of 2001 as determined by a Committee comprised of representatives of School Districts 6 and 8, as follows:

Terry McInerney, Superintendent, School Districts 6 & 8;

Beverly MacDonald, Director of Education, District 8

Clary Wilbur, Acting Director of Education, District 6

Susan Tipper, Principal, Saint John High School, District 08

Bob Munro, Principal, Kennebecasis Valley High School, District 6

Paul McGraw, Chair, District Parent Advisory Council, District 8

Don Beyea, District Parent Advisory Council, District 8

Cathy Morrison, Chair, District Parent Advisory Council, District 6

Joan Stratton, District Parent Advisory Council, District 6

Students from outside District 8 entering the International Baccalaureate Program may remain at Saint John High School, if they withdraw from the Program. It was agreed by the Committee that placement on the list is equally open to all students.

INFORMATION ON THE PROCESS FOR SCHOOL ADMINISTRATORS/TEACHERS

A copy of the Handbook for High School Registrations must be located in each middle and high school in the District. A copy of the Handbook for High School Registration is available on the District 8 website: www.district8.nbed.nb.ca

Each grade 8 and grade 9 teacher, guidance counsellor, and teacher who deals with high school registrations must be aware of the process and the information contained in the handbook.

Notice to Parents /Guardians /Students

In February, an information sheet on the high school registration process will be sent home with students.

This will include information on distribution and deadline dates for the registration forms. It will also notify parents/students that middle schools and high schools have handbooks available should they have questions regarding the process, that it is accessible through the district website.

Open Houses

Open Houses at high schools will run from 6:30 p.m. to 8:30 p.m. It is important to **adhere to this timeframe**, as the District will publish the information in the newspaper. As well, parents and middle schools will be provided with the information, so consistency is essential.

A blackout period for high schools has been established for events being organized and/or sponsored by high schools which would have middle school students as the target audience, prior to the open houses associated with the high school registration process. The date for the blackout period will be determined each year in consultation with high school principals.

While everyone is welcome to attend any Open House, students and parents must be aware that each high school in District 8 does have an enrolment cap (i.e. the maximum number of students that will be accepted for grade 9 each year).

School administrators will ensure that there is a reference to **enrolment caps** for their school at the Open House information session. Parents and students must be aware that there is an enrolment cap for each school, and that school choice is linked to the cap not being exceeded.

Students are encouraged to attend the Open House for their zoned school as identified in the letter sent to the home with the registration information. If they wish to be considered for a school other than their zoned school, they may also attend the Open House for that school.

Submission of Completed Registration Forms

Middle school principals are responsible for collecting the Registration Forms from the homeroom teachers, and for ensuring that the completed forms are delivered to the Learning Specialist for High School Education at the District 8 Office on the date specified.

A copy of the grade 8 class list including the student name, parent/guardian name, mailing address, and telephone number must accompany the completed Registration Forms.

Missing Registration Forms should be indicated on the class list.

Registration Forms are to be maintained in alphabetical order by class. They are not to be separated according to high school chosen.

Student Retention / Changes in Status

In June, middle schools will report to the high school Learning Specialist, the names of all grade 8 retentions, grade 8 students attending Summer School as well as students moving out of the District.

DATES AND DEADLINES FOR SEPTEMBER 2010 REGISTRATION

February 5, 2010 High School Registration Forms will be distributed to grade 8 students by their homeroom teacher.

February 26, 2010(Noon) Deadline for completed registration forms to be returned to the student's homeroom teacher.

Middle school **homeroom teachers** ensure that:

- Registration Forms are signed by parent/guardian;
- Registration Forms are dated, with time noted, and initialed by them;
- contact is made with the parent/guardian, if forms are not returned; and
- ensure that three choices are listed

Middle school **principals** ensure that:

- forms are collected from the homeroom teachers;
- the forms are delivered to the Learning Specialist for High School Education at the District Office.

April 19-23, 2010 District Office personnel will notify students by mail to their home address as to their grade 9 placement and/or placement on a wait list. These letters will be addressed to parents/guardians of the student.

April 30, 2010 Status letters will be mailed to those students making Inter District Transfer requests, and to those requesting placement at Saint John High School for the IB Program once the District 8 registration is complete.

****Early registrations WILL NOT be accepted at the District Office****

APPENDICES

SCHOOL DISTRICT 8

HIGH SCHOOL REGISTRATION INFORMATION FOR STUDENTS AND PARENTS

For Grade 8 Students to Enter September 2010

OPEN HOUSES:

February 08, 2010	Simonds High School
February 08, 2010	Harbour View High School
February 09, 2010	Saint Malachy's Memorial High School
February 10, 2010	Saint John High School
February 11, 2010	Snow Date

****ALL SESSIONS ARE FROM 6:30pm TO 8:30pm****

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- While everyone is welcome to attend any open house, students and parents must be aware that each high school in District 8 does have a 'Cap', maximum number of students, who will be accepted for entering Grade 9 each year. Students are encouraged to attend the open house for their zoned school, as identified in the letter sent with this information, but if they wish to be considered for a school other than their zoned school they may also wish to attend the open house for that school.
- Zoned schools are considered to be:
 - Simonds High School: east of the Causeway
 - St. Malachy's Memorial High School: all area between the Causeway and the Reversing Falls Bridge
 - Saint John High School: all area between the Causeway and the Reversing Falls Bridge
 - Harbour View High School: west of the Reversing Falls Bridge
- The enrolment caps for 2010-2011 are:

<u>School Year</u>	<u>Projected Grade 9 Enrolment</u>	<u>Enrolment Cap</u>
2010-2011	945	250 students/school
2011-2012	926	242 students/school

- The entire process for high school registration can be found in the High School Registration Handbook. Copies of the handbook are placed in each of the middle schools and high schools if parents or students have any questions about how the process works. The handbook can also be accessed through the District 8 website at www.district8.nbed.nb.ca.
- Registration forms will go to Grade 8 students on **Friday, February 5, 2010**. Grade 8 homeroom teachers will pass out forms.

Completed registration forms must be returned to homeroom teachers no later than **12:00 noon Friday, February 26, 2010**. (**IMPORTANT:** The homeroom teacher must collect the completed registration forms from all students. All forms must be signed by a parent/guardian. When the teacher receives each form, it must be dated, the time of day noted, and the form initialed by the homeroom teacher. Parents must be contacted, if necessary, to ensure that all forms are received back.)

NOTE: If a form is returned without three choices indicated, the homeroom teacher will verify the choices with the student and parent/guardian, and will complete the form.

- Middle School Principals are responsible to collect the forms from the homeroom teachers and see that the completed forms are delivered to the High School Learning Specialist at the District 8 office on **Friday, February 26, 2010**, after the 12:00 noon deadline has expired.
- No early registrations will be accepted at the District Office.
- Once registrations are received at the school district office if any school is oversubscribed a draw will be held and a waiting list for that school will be created. (Information about the Draw process is found in the High School Registration Handbook.)
- Notification will be made by mail to the student's home regarding his/her placement and/or placement on a waiting list.
- Status letters will be mailed to those making inter-district transfer requests and those requesting placement at Saint John High School for the IB program once the District 8 registration is complete.

To: All High School Principals

From: Bev. MacDonald
Director of Education

cc. Susan Tipper, Superintendent
Debbie Thomas, Learning Specialist of Secondary Education

Date: February 6, 2006

Re: Guidelines for High Schools Hosting of Events for Middle School Students.

(REVISED: December 7, 2004)

(REVISED: September, 2006)

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At the October 2001 meeting of high school Principals it was agreed that a blackout period would be established for events being organized and/or sponsored by high schools which would have middle school students as the target audience, prior to the open houses associated with the high school registration process.

The blackout dates will be established each school year based upon the dates of the Open Houses for high schools in District 8. It was agreed that from the first day of classes, following Christmas break, to the closing date for high school registrations, that no events would be organized and/or sponsored by high schools involving the participation of any middle school students.

It was further agreed that Open Houses would be established in the month of February so that the 3 week blackout period preceding open houses would span the period following Christmas Break when, for the most part, exam preparation and writing takes place.

HIGH SCHOOL REGISTRATION (EAST)Student's Name: _____
First Middle LastHome Address: _____
Street number Street name Apartment number

City/community Postal Code

Phone: _____ Current Middle School: _____

Your zoned high school is Simonds High School. If you would prefer to attend a school outside of your zone you may request Saint John High School or St. Malachy's High School. This request may be limited by the enrolment ceiling identified for each school in which case you will be registered either in your second choice and placed on a wait list for your first choice or you may be registered in your zoned school and placed on a wait list for your first and second choice.

Please register according to your preference (see examples below) and you will receive a letter indicating which school you have been registered in and/or if you have been placed on a wait list.

Example 1 – you are choosing your zoned school:

First choice Simonds High School
Second choice Saint John High School
Third choice St. Malachy's Memorial High School

You are choosing a school outside of your zone:**Example 2:**

First choice St. Malachy's Memorial High School
Second choice Saint John High School
Third choice Simonds High School

I would like my child to attend:

First Choice _____

Second Choice _____

Third Choice _____

French Immersion yes no

(NOTE: if your son/daughter is withdrawing from the French Immersion Program, then you must complete the "French Immersion Withdrawal Form." This form is available at your middle school office.)

Parent's/Guardian's Name(s): (please print) _____

Parent's/Guardian's Signature: _____

This form is to be returned to the homeroom teacher and received no later than 12 noon on
February 26, 2010.

ADMINISTRATIVE USE ONLY: Please check that form is filled in correctly and has parent/guardian signature.

RECEIVED BY: _____ **DATE:** _____ **TIME:** _____
Homeroom Teacher's Signature



FRENCH IMMERSION
WITHDRAWAL FORM

(To be completed by Grade 8 students withdrawing from
French Immersion when entering High School)

Student name _____
 Address _____
 City _____ Postal Code _____
 Phone Number _____
 Student Number _____
 Grade _____ School _____
 Home room teacher _____

To be completed by the parent or guardian:

Requesting transfer

From: EFI LFI

To: English

Reason for Transfer: _____

Parent signature: _____

Principal signature:

District signature:

GRADE 9
2010 HIGH SCHOOL
REGISTRATION

February 5, 2010

Dear Parent/Guardian:

The registration of grade eight students for High School in September 2010 will take place during the month of February. This letter is to inform you of this process and what you should do to ensure that your child is properly placed for next year.

_____ would normally attend the school that is in your area, namely _____.

Please indicate on the registration form three choices in order of choice.

This form must be returned to your homeroom teacher by **Friday, February 26, 2010, no later than 12:00 noon**. Any registration received after that time will be treated as a late registration. **This request may be limited by the cap, enrollment ceiling, established for the school.** A formal response to your request will be made by **the end of April, 2010.**

Mrs. Bev. MacDonald
Director of Education
School District 8

Ms. Debbie Thomas
High School Learning Specialist
School District 8

Date

Parent/s Name/s
Address

Dear Parent/Guardian:

I am writing to confirm the placement of _____
at _____ School starting in September 2010.

This placement is conditional on successful completion of Grade 8.

I extend my best wishes to _____ for every success in high school.

Yours truly,

Mrs. Bev MacDonald
Director of Education
School District 8

Date

Parent/s Name/s
Address

Dear Parent/Guardian:

I am writing to advise you that unfortunately _____ student's name _____ cannot be placed at _____ name of high school _____ School at this time due to an over subscription for placement in grade 9.

The numbers registering for _____ name of high school _____ School necessitated a draw and the creation of a wait list. _____ Student's first name _____ is number _____ on the list. As spaces become available, we will work through the waiting list.

In the meantime, _____ Student's full name _____ has been assigned, indicated on the choices on the registration form to _____ name of high school _____.

Thank you for your cooperation.

Sincerely,

Mrs. Bev MacDonald
Director of Education
School District 8

INTER-DISTRICT TRANSFER FORM

* To be used by students not residing within the physical boundaries of School District 8.

Application for an Inter-District Transfer

Student's Name: _____ Grade: _____

Birth Date: _____ Medicare #: _____

Parent/Guardian: _____

Address: _____

Postal Code: _____ Phone Number: _____

I hereby request that my son/daughter be transferred:

From _____ in District _____
(Sending school)

To _____ in District _____
(Receiving school)

The reason for the transfer is as follows: _____

I understand that the transportation of my son/daughter to and from school will be my responsibility, and that the transfer may be revoked at any time due to unforeseen circumstances.

(Signature of parent/guardian) Date

.....
(To be completed by sending District)

SEP Yes No

French Immersion Yes No

Approved: _____ Date: _____

.....
Conditions: _____

Copies: parent/guardian
Schools/file